

## U.S. Coast Guard National Maritime Center

### Merchant Mariner Credential Application Acceptance Checklist

Below is a list of items that constitute an application for a U. S. Coast Guard Merchant Mariner Credential (MMC). The MMC application package **must** be submitted to your local Regional Examination Center and may be delivered via mail. In person visits are no longer required. Do not submit your MMC application package directly to the National Maritime Center (NMC) as this will result in significant delays.

#### CRITICAL ITEMS FOR EVALUATION

- ☐ **Transportation Workers Identification Card (TWIC):** (For all transactions) - Provide evidence that you either hold or have held a valid TWIC (photocopy of TWIC) or have applied for a TWIC (TWIC Application Receipt). If you are not required to hold a TWIC according to CG-543 Policy Letter 11-15, then please include a statement that you do not require a TWIC. **IMPORTANT:** Failure to provide the above will result in your MMC application being returned to you.
- ☐ **Evaluation User Fee:** Pay via credit card or bank account using <https://www.pay.gov>. **IMPORTANT:** Print and include your payment receipt as proof of payment.
- ☐ **CG Form 719B Application:** Be sure to read and accurately complete this entire form. Double check your mailing address and contact information. **IMPORTANT:** Every person who receives an original credential must first take an oath. The oath may be administered by a designated Coast Guard individual or any person legally permitted to administer oaths in the jurisdiction where the person taking the oath resides (e.g. notary).
- ☐ **Form I-551 Alien Registration Card:** A front and back photocopy of your form I-551 Alien Registration Card. **IMPORTANT:** This applies to foreign nationals applying for rating endorsements. You must show lawful admittance to the United States for permanent residence (Form I-551).
- ☐ **Signed Conviction Statement:** At the time of application, each applicant must provide written disclosure of all convictions not previously disclosed to the Coast Guard on an application.
- ☐ **Three (3) Character References:** This only applies to applications for **original** officer endorsements. Please see Title 46, Code of Federal Regulations part 11.205(c) for complete details.

- ☐ **CG Form 719K Physical Examination Report:** To be used for all original, renewal, and raise of grade officer, and qualified rating endorsement applications. Applications for entry-level (ordinary seamen, wiper, stewards department, food handler); endorsements should use the CG Form 719K/E Entry Level Physical Examination Report. **IMPORTANT:** Food Handler endorsement with a 719K/E requires statement from physician attesting "free of communicable diseases". Be sure that your medical practitioner completes **all parts** of the form, including signature, and that it is dated within 12 months of your application. **NOTE:** Raise of grade transactions are 36 months.
- ☐ **CG Form 719P Chemical Testing Report:** This applies to all original, renewal, and the following raise of grade transactions (any officer endorsement or first qualified rating endorsement). The chemical test report must be dated within six (6) months of your application. A letter from your mariner employer or chemical testing consortium group on company letterhead may be used in lieu of this form.
- ☐ Front and back photocopy of license, merchant mariner's document, and STCW endorsement (if applicable).
- ☐ Authorization: 3rd party info release or different correspondence/credential mailing address (if applicable).
- ☐ Evidence of appropriate sea service.
- ☐ Photocopies of all applicable Training Course Certificate(s).

**\*\* IMPORTANT \*\***

All documents provided are subject to verification with the issuing authority. If any of the items displayed in the above box are missing at the time of application, you will be provided a "Notification of Incomplete Application" letter. From the date of this letter you will have 60-days to provide the missing information to the Regional Examination Center. If the missing information is not provided within the 60-day period, your application will be returned to you.